

22 September 1954

**MEMORANDUM FOR:** Special Assistant to the Director  
for Planning and Coordination

**SUBJECT:** Mission and Function of Statement

1. In connection with the establishment of your office, you have been requested by the DD/A to submit a mission and function statement.

25X1A9A 2. The attached draft has been prepared in cooperation with [ ] of the Management Staff. We would like to meet with you to discuss this.

3. I propose two alternatives: (1) that the statement be issued with the brackets left off. This would leave unmentioned your duties in connection with the PP/DD/P area of the Agency; (2) the statement including the brackets.

[ ]  
Office of the Director  
Planning and Coordination Staff

25X1

Attachment